



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Completing the 2008-09 High Ability Final Report

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Division of Student Learning
Office of Differentiated Learners

How to access

- www.doe.in.gov/exceptional/gt
- Click on What's New
 - Corporation number and PIN needed
- 2008-09 High Ability Final Report
 - Due July 31, 2009
 - Funds spent or encumbered by June 30, 2009



Helpful hints....

- Make sure to hit Page Update at the bottom of each page to save information
- **CAUTION!!!!**
 - Hit the Page Update button often
 - Data will be lost if you have not hit the UPDATE button at least every **15** minutes
 - **SAVE** each section of the itemized budget page
 - Suggestion - Print out a blank one, fill it out, and then type it in



NOTE - Links at the bottom of the pages

- Administrative Rule 511
- Indiana Code
- Instructions on how to complete the final report
- Glossary of terms
- Budget Guidelines (State Board of Accounts – object codes)



Page | General Information

2008-09 High Ability Final Report

- Information is preloaded from 2008-09 grant application
- Verify contact information
 - Coordinator (including years of experience)
 - Grant writer (if applicable/different from coordinator)
 - Treasurer/Fiscal Agent



Page 2 – Identification

2008-09 High Ability Final Report

- Check any assessment used from the lists at the appropriate grade levels that are part of the Multifaceted Student Assessment Plan.
 - Potential-based/Mental Ability
 - Performance-based/Achievement
 - Alternate/Qualitative
- Include any additional assessments used in identification but not on the list in the space provided.
- Collected to be able to provide information to corporations & demonstrate growth.



Page 3 – Service Options & BBPC

2008-09 High Ability Final Report

- Service Delivery Options in Core Curriculum
 - Indicate services offered during the 2008-09 school year.
 - Collected to be able to provide information to coordinators/parents
- Acceleration Option Participation
 - Indicate numbers for each area for 2008-09 school year
 - Collected to be able to provide information to coordinators/parents
- Broad-Based Planning Committee
 - Note required members
 - Provide total number of member and meetings

Page 4 – Professional Development and Instructional Staff Profile

2008-09 High Ability Final Report

- Professional Development
 - Indicate attendance or participation at IDOE sponsored events during 2008-09
 - High Ability Coordinator and Other HA Staff
 - List other professional development **paid for by the high ability grant funds** in textbox
- Instructional Staff Profile
 - Indicate whether or not coordinator has high ability license
 - Input number of individuals in corporation who have high ability license by elementary, middle school, high school, and other personnel

Page 5 – Itemized Budget Report

2008-09 High Ability Final Report

- Supply 3 digit object code
- Do not use dollar signs or commas as you enter dollar amounts
- SAVE often
 - Suggestion – print out blank copy of page 5 & fill it out on paper before entering data



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Page 5 – Itemized Budget Report

2008-09 High Ability Final Report

- List actual expenditures
- Textbox for detailed explanation
 - Provide details
 - How many salaries/stipends & rate
 - Who provided any professional development on- site or workshop other than one by IDOE
 - How many people attended
 - How many were purchased
 - Travel mileage, overnights, etc.
 - Pupil transportation – how many, where, why



Page 6 – Budget Profile

2008-09 High Ability Final Report

- State funds expended amount subtotals will be loaded from Itemized Budget Report
- Enter budget total
- Submit with signatures
 - Superintendent
 - Treasurer/Fiscal Agent
- Fax 317-232-0589
- Receipt of signed page is the only way we know the online portion is ready for review
- **Final Report must be approved before 2009-10 Grant can be reviewed**



How to file a revised budget

2008-09 High Ability Final Report

Use Page 6 – Budget Profile

- Needed if any line item or total budget is altered by 10% or more.
- Should be requested and approved prior to submitting final report (Now?)
- Fill in increase/decrease and amended budget columns on budget page
- Provide rationale in textbox
- Must enter budget total in right hand column



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Extension for summer programming or professional development

- Extension may delay receipt of new funds
- Submit request prior to June 30, 2009
- Complete pages 1 – 5 of the report
 - Page 5 should reflect what has been spent to date
- Enter rationale for extension in textbox on page 6
- Fax signed budget page to 317-232-0589

If extension is granted

- Funds must be spent (not encumbered) by August 31, 2009
- Final signed budget page indicating that all funds are out of the account is due by September 30, 2009.
- 2009-10 Grant Application will not be reviewed until the Final Report is totally approved (online and second signed budget page)



Contact Information

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